

**DIVISION OF PURCHASES AND SUPPLY  
1111 E. BROAD STREET, P. O. BOX 1199  
RICHMOND, VIRGINIA 23218-1199**

**NOTICE OF CONTRACT RENEWAL**

1. DATE ..... September 15, 2005
2. COMMODITY NAME ..... **Used Vehicles**
3. CONTRACT NUMBER..... **9000-60**
4. CONTRACT PERIOD ..... **September 15, 2005 through September 16, 2006**
5. SUPERSEDES ..... 9000-50
6. AUTHORIZED USERS ..... State Agencies and other Public Bodies (**Optional Use**)
7. CONTRACTORS' FEIN NUMBER..... 541018381
8. CONTRACTOR ..... Basic Auto Sales  
..... 11371 Washington Hwy  
..... Ashland, VA 23005  
..... Contact: Mr. Brian McGuire
9. CONTRACTORS' PHONE NUMBER: ..... 804-752-6554 Cell 804-400-6837  
..... email:brianm@teambasic.net
10. TERMS ..... Net 30
11. DELIVERY ..... 21 days ARO
12. F.O.B..... Richmond, Virginia
13. FOR FURTHER CONTRACT INFORMATION CONTACT: Susan McMorris  
Phone (804) 786-3854  
E-mail: susan.mcmorris@virginia.gov
14. ADDITIONAL COPIES OF CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES MAY BE VIEWED  
AND PRINTED AT THE DPS WEBSITE: [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps).
15. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is mandatory for all State Agencies (unless otherwise indicated in item 6 above) in the purchase of any commodity listed herein. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature shall be submitted to the appropriate DGS/DPS contract office for approval. A complete and factual written justification is necessary to support the request. Refer to Section 13.7a of the Agency Procurement and Surplus Property Manual.
16. **Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Susan McMorris

By: \_\_\_\_\_

Susan McMorris/ Fleet Contract Officer

## INSTRUCTIONS

**NOTICE: Due to the very good pricing which we received for new vehicles, it is strongly recommended that you compare the cost of buying a new vehicle vs. a used vehicle. On many occasions you will be able to buy a new vehicle for a price which is very close to or sometimes less than the price for a new vehicle.**

1. **Purchase orders will be submitted to the contractor via the Commonwealth of Virginia's electronic procurement system, also known as Eva. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in Eva executed by the contractor. If this contract is authorized for use by localities, Virginia cities, counties, town and political subdivisions may use this contract only if the orders are placed through Eva.**
2. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
3. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Form "Complaint to State Vendor" (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, is available from the Division of Purchases and Supply website [www.dgs.state.va.us](http://www.dgs.state.va.us) (Click on DPS icon, click on DPS forms).
4. Renewals. One (1) one year renewals remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF GENERAL SERVICES  
DIVISION OF PURCHASES & SUPPLY**

**USED VEHICLE SPECIFICATION**

Vehicles To Be Furnished: Any make and model of used passenger car, mini van, van, cargo van, or pickup not to exceed 1 ton (Ford 350 series, General Motors 3500 series, Dodge 3500 series or equivalent) which conforms to the specifications listed below. Vehicle and all equipment furnished therewith shall be in compliance with all provisions of the Commonwealth of Virginia Vehicle Code, Federal Code, and the Federal Motor Vehicle Safety standards.

**Mileage: Maximum mileage shall be 30,000 miles.**

Tires: Must have four (4) steel belted radial tires with a minimum of 50% of the original tread depth remaining. Tires must not have been repaired or have existing side wall or tread damage. Spare tire must be included and can be compact spare tire. The tread depth for the spare tire shall have a minimum of 50% of the original tread depth remaining. Jack and tire tools shall be included.

Warranty: The vehicle shall be delivered with the remaining portion of the manufacturer's warranty. Time period must commence when cars are actively put into service as evidenced by owner's records rather than commencing upon delivery.

License Plate Brackets: Shall have front and rear brackets. Any excessive dents and scratches shall be removed prior to delivery.

Vehicle Records: Copy of service/maintenance history and evidence of any factory recall modifications completed shall be supplied for each vehicle. All factory recall modifications shall be completed prior to delivery.

Vehicle Condition: Fire, frame, or water damaged will not be accepted. Vehicles shall not have any record of having been stolen. Vehicles shall not have had cumulative damage greater than \$500.00.

Buyer Inspection: The buyer reserves the right to inspect service records and/or the vehicle prior to purchase.

Keys: Two complete sets of keys shall be furnished with each vehicle.

Ownership documents: Seller shall supply ownership documents, free and clear. Seller shall also supply DMV Transfer of Ownership, Dealer's Report of Sale, Bill of Sale or other documents for each vehicle as required by the Department of Motor Vehicles for registration.

Replacement Vehicles: Bidder must have replacement vehicles available for those rejected due to mechanical defects or non-conformance to these specifications.

Pricing: Vehicles shall be priced based on the Kelly Blue Book "Trade In Value" as posted at the following web address: <http://www.kbb.com> . The sell price shall be determined by applying the price differential to the Blue Book Trade In Value and adding or subtracting as appropriate. When the Kelly Blue Book site requests you to enter a zip code use the zip code for dealer **22150**. The Blue Book price will be the price posted at the web site on the date of the purchase order. A screen-print showing the price and effective date of the pricing shall be included with the invoice

Example of how to calculate price for purchase order.

Positive Differential:

\$10000.00 - Blue Book Trade In Value  
+9% - Price Differential  
 $\$10000.00 \times .09 = \$900.00$   
 $\$10000.00 + \$900.00 = \$10900.00 = \text{Selling Price}$

**Contract # 9000-60**

**Used Vehicle**

**September 15, 2005 – September 16, 2006**

## **Price Sheet**

### **1. Price Differential: Plus Nine Percent of Trade in Value (+ 9 %)**

**Options:** Unless an option is specifically identified in the bid as a dealer installed option, all options shall be factory installed. Further if the factory installed option includes more features than specified in the bid, the additional features shall be considered as required by the resulting contract.

**Vehicle to be furnished shall conform to all applicable Federal and Motor Vehicle Safety Standards and all equipment shall conform to Title 46.2, Chapter 10, of the Code of Virginia and shall include a valid State Inspector Sticker. No dealer identifications such as sticker, decal, metal emblem and so forth will be accepted on automobiles furnished under this contract.**

**New vehicle preparation must be performed by dealer prior to delivery. Include in bid the cost of usual pre-delivery inspections.**

**Warranty:** The vehicle shall be delivered with the remaining portion of the manufacturer's warranty. Time period must commence when cars are actively put into service as evidenced by owner's records rather than commencing upon delivery

**Colors:** All Vehicles shall be available in any of the manufacturer's standard colors.

**TAXES:** No Federal Tax is to be included in bid, including tires. Tax Exemption Registration number will be furnished.

**LICENSE:** Thirty day license tags shall be furnished with the vehicle.

**TITLE PAPERS:** All papers for titling purposes shall be delivered with the vehicle.

**DELIVERY:** Vehicles shall be delivered to the various state agencies, cities, counties, towns, and political subdivisions throughout the State as required. For bidding purposes only, quote delivery to 1111 E. Broad Street, Richmond, Va. 23219. The ordering entity will pay 60 cents per mile for mileage in excess of the distance from the dealer's location to 1111 E. Broad street, Richmond, Va. 23219. A 60 cents per mile credit will apply if the distance is less than the mileage to 1111 E . Broad Street. Mileage will be determined based on Yahoo.com, (map, driving direction). Mileage shall be calculated between the dealer's address and the delivery address. **For this Contract built in mileage is 14 ( \$ 8.40 ).** Delivery will be accepted between the hours of 8:15 A.M. and 4:30 P.M., Monday through Friday, except holiday.